

Department of Computer Science with Data Analytics
Value Added Course
A Practical Approach to Data Manipulation using Excel

Course Objective

The objective of this course is to provide the students the knowledge of Data Manipulation using Excel

Course Outcome

At the end of this course, the students should able to

- Use Microsoft Excel to create personal and/or business spreadsheets
- Use critical thinking skills to design and create spreadsheets.
- Communicate in a business setting using spreadsheet vocabulary

Contents	Hrs
1. In a new worksheet, create a table and insert information of student details. Use features of Format Menu. 2. Create employee table and calculate the salary. Use mathematical functions for the worksheet. 3. Create own templates in Excel. 4. Create and use data validation rules. 5. Create, manage, and format pivot tables and pivot charts. 6. Create a data and use sumif and countif formulas 7. Create and write complex formulas. 8. Create and use IF statements. 9. Apply custom and prebuilt conditional formatting. 10. Work with functions to manipulate strings of text and data. 11. Create charts in excel 12. Create a data and using that data perform Match and index 13. Create a data and using that data perform Vlookup concept	30 Hrs

Reference:

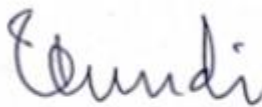
<https://www.w3schools.com/EXCEL/index.php>

<https://www.tutorialspoint.com/excel/index.htm>

<https://www.geeksforgeeks.org/introduction-to-ms-excel/>

<https://www.javatpoint.com/excel-tutorial>

<https://www.simplilearn.com/learn-ms-excel-free-training-course-skillup>



Dr. E. RAMA DEVI, MCA., M.Phil., Ph.D.,
Associate Professor & Head
Department of Computer Science
with Data Analytics
NGM College, Pollachi - 642 001.



PRINCIPAL
Dr. R. MUTHUKUMARAN,
M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL
N.G.M. College, Pollachi - 642 001
Coimbatore District